

PD#		Replaces PD#
Shred:	*Interdisciplinary GS- -14	
Installation:	Division	Major Command: CE Region: varies

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number of separate District operating programs within several states subject to numerous and various Federal, state, and local legislation, regulations, procedures, and laws. Manages and provides quality assurance for plan formulation and Civil Works policy compliance performed within the Division and subordinate districts. Based on a comprehensive knowledge of water resource management policies and techniques, provides expertise and guidance to key operating officials and counterparts at District, Division Headquarters, and other government agencies and private interests. Provides technical consultation and guidance within and outside the agency.

Major Civil Works projects and actions within the varied region include both single and multi-objective projects for flood damage reduction, ecosystem restoration, water conservation and supply, hydropower, navigation, coastal and storm damage reduction, water quality and essential emergency response as one of or more of the primary outputs. Studies and projects usually have high Congressional interest and often high visibility with the media due to strongly held public opinions on issues such as protection of endangered species, public trade-offs between water for ecosystem restoration of fish and wildlife habitat as opposed to municipal and industrial use, and issues related to the economic efficiency of urban expansion into flood plains. Plans for addressing water and related land resource problems and opportunities involve major Civil Works projects serving the varied needs of the region. Report recommendations cover improvements comprised of multiple integrated features such as dams, roads, bridges, levees, channels, floodwalls, utility relocations, non-structural measures, environmental restoration and mitigation features, recreation facilities and monitoring programs. Sponsors include the states, counties, cities, ports, and water and flood control districts throughout the Division.

Serves as an expert in national forums on the formulation of water and related land resource projects requiring analysis of a broad base of scientific and technical information in developing sound and economical feasible alternatives to a full array of conflicting and often mutually incompatible planning objectives. Serves on national committees and task forces that address plan formulation and the Corps of Engineers planning process.

1. COMMAND AND CONTROL: 20-30%

- a. Provides technical expertise and guidance on plan formulation and policy matters to Division leadership, district leadership, Headquarters, other divisions, other government agencies and private interests. Assists and serves as the principal advisor to the Chief, Planning and Policy Division, Director, Civil Works and Management and the Division Commander and other Division and district staffs, on matters regarding plan formulation and the planning process.
- b. Establishes overall planning goals and objectives for the Planning and Policy Division and for the districts, consistent with HQUSACE initiatives. Participates in strategic and tactical planning for the Planning and Policy Division and helps to integrate the results of those efforts related to assigned planning activities into each district's planning program and quality control procedures.
- c. Facilitates conferences on water and related land resource planning-related matters attended by Washington-level representatives, including Reconnaissance Review Conferences (RRC), Issue Resolution Conferences (IRC), Alternative Formulation Briefings (AFB) and Feasibility Review Conferences (FRC). Negotiates the resolution of contentious issues, speaking for the

Division Commander. Participates with district and HQUSACE representatives in the preparation of guidance memorandums. Chairs conferences on the behalf of the Chief, Planning and Policy Division.

d. Represents or guides and coaches representation of the Division during the Washington-level review of studies and decision documents, and actively participates in the defense of proposed Civil Works studies and projects. Coordinates the Washington-level policy review of Division reports, including advising, consulting and assisting district commanders in briefings for the Director of Civil Works, Chief of Engineers, and Assistant Secretary of the Army.

e. Conducts plan formulation, policy compliance, product development and planning program management portions of the district command inspections and provides input to other aspects of the planning portion of district command inspections. Special emphasis is placed on assuring the correct implementation of quality control procedures for the planning program in general, with specific emphasis on the plan formulation and policy compliance for water and related land resource studies. Provides written assessments to the command.

f. Ensures consistent application of water and related land resource planning policies and general policy guidance issued by HQUSACE, ASA (CW), or other Administration elements. Provides interim planning guidance pending full policy development or interpretation at the national level. Formulates regional water resource planning procedures and policies within the framework of applicable laws and Civil Works policy directives issued by higher authority to facilitate planning activities and programs, and appropriate documentation and reporting by the districts. For issues not clearly covered by existing regulations, interprets the intent of authorizing legislation, regulations, procedures or law. Based on personal experience, a comprehensive knowledge of water and related land resource planning, research, consultation with other experts in the field and use of an informed consensus, recommends interpretations that may result in the development of precedents for changes to policy when approved at higher headquarters. Makes decisions, interpretations, and recommendations that may significantly change the implementation of planning policies throughout the Division.

g. Investigates needs and analyzes the effects of legislation, standards and policies on water and related land resource planning, and formulates recommendations for changes in law and policy. Develops, analyzes and recommends policy changes to HQUSACE. Drafts legislation in response to specific requests to authorize or modify water resources projects, or to establish general requirements related to water resources procedures and development.

h. Initiates and chairs work groups or facilitates teams to resolve identified problems, evaluate progress on implementation by the districts, identify program deficiencies, and develop proposals to ensure that agency objectives and legislative requirements are met.

2. REGIONAL INTERFACE:

20-30%

a. Maintains contact with representatives of other Corps offices, other Federal and state agencies and interagency committees. Participates in national and regional workshops and conferences in a continuing effort to maintain coordination with all agencies engaged in related water resources development, to minimize duplication of effort and to achieve maximum

effectiveness in overall development of joint actions and activities by the several agencies.

- b. Provides regional interface with Congressional interests, project and study partners and sponsors, and other concerned interests on Corps of Engineers water and related land resource problems and issues. Represents the Corps on issues related to the development of water and related land use projects. Facilitates resolution of differences between the Corps and other agencies/interests. Serves as the proponent for regional issues with HQUSACE, other Federal agencies and other regional interests, including sponsors and partners.
- c. Serves as a liaison to Federal and state agencies, consultants and universities. Coordinates with regional customers and partners to advocate Corps capabilities and present Corps programs or positions.
- d. Provides expert advice to the Division Commander on coordinating complex formulation matters with HQUSACE, the ASA(CW), other divisions and districts, state agencies, local governments, and other Federal agencies. Represents the Division Commander at regional and national meetings, workshops, committees, professional conferences, and inter-agency groups as an authority on COE Civil Works, for the exchange of information, procedures and other matters related to the development of water resources projects and decision documents. Prepares and presents papers for presentation within areas of expertise, as required.
- e. Advises HQUSACE on regional trends; needs for and availability of new techniques, information and technology, and needs for training beneficial to the planning process.
- f. Serves as a national subject matter expert in several areas of plan formulation and the planning process, as well as in the application of planning principles policies and procedures to the region. Assigned to HQUSACE committees and task forces to establish Civil Work's planning policies, procedures and guidelines.
- g. Consults with representatives of industry, education, scientific, engineering, environmental, and technological groups to provide for the development of new methodologies in Civil Works planning as they affect the program area. Exchanges useful information on progress in the field and plans cooperative activities and integrated approaches to problems.

3. PROGRAM MANAGEMENT:

10-20%

- a. Provides oversight of the pre-authorization planning program and the post-authorization planning activities for Civil Works studies and projects. Maintains a comprehensive knowledge of planning studies and monitors preliminary plan formulation development to include what alternatives are likely to provide favorable results and execution. Provides guidance, insight and direction as needed through personal contacts with higher levels of district management, and or Division staff as required and as dictated by the situation.
- b. Develops framework and strategy for the Division's water resources planning program for compliance and consistency with Corps regulations, legislation and Administration policy and goals. Reviews district budget proposals, assists the Civil Works Management Division in developing the planning program budget and post-authorization elements of the

budget. Recommends inclusion of studies and projects in future programs based on assessment of priority outputs, likelihood of implementation, and conformance with stated administration direction.

c. Monitors and evaluates district planning program performance and recommends appropriate actions.

d. Provides plan formulation and planning policy support to the other elements within the Division. Attends the Division Project Review Board (PRB) on behalf of the Chief, Planning and Policy Division.

e. Manages the development, review and recommendation of legislative proposals other than individual project authorization actions. Coordinates legislative drafting assistance in conjunction with HQUSACE.

4. QUALITY ASSURANCE:

20-30%

a. Coordinates with, and makes recommendations to districts on changes in their planning programs to assure accord with national quality control policy and objectives. Provides Division and districts direction for the improvement of the quality control/quality assurance program for plan formulation, policy compliance and related activities based upon audits and assessments made by the Planning and Policy Division. Leads and motivates district staffs in developing a positive attitude towards the quality management process.

b. Provides technical oversight of district water and related land resource planning programs, including the plan formulation and the integration of environmental, economics, and social analysis functions. Assures and monitors the districts' quality control programs for planning studies and activities, and related reports developed by other elements (e.g., engineering, operations, construction, and maintenance elements). Maintains oversight of district independent technical review processes as they pertain to production of water and related land resource planning documents. Participates in interim milestone conferences as a part of the quality assurance process and prepares assessments of the districts' quality control program.

c. Leads district staffs in seeking innovative approaches to enhance efficiency and effectiveness in district planning programs. Develops, evaluates and recommends procedures, new analytical methods and techniques, and guidelines for accomplishing interdisciplinary planning studies, including baseline assessments, scoping, public participation, plan formulation, economic, environmental and social analysis. Develops regional technical guidance and approves deviations from technical criteria and standards within authority delegated by HQUSACE. Provides oversight and direct assistance to district office staffs for development of technology and methodology for conducting analyses of water and related land resource projects and to ensure regional consistency and compatibility of analytical methods and findings.

d. Leads development of the Division's procedures for conducting planning quality assurance audits and planning program management technical oversight. Participates in the development of the Division's quality management plan. Provides guidance for the development of quality control plans. Participates in the review and approval of district quality management plans.

e. Periodically conducts audits of the quality control process. Performs detailed technical review of specific planning products, as well as the documentation of the independent technical review. Provides direction to improve the independent review process. Planning products are selected based on requirements of the districts, products with unique or experimental methodologies, and those products where there is a history of a high probability of failure. These will normally be the most difficult and complex water and related land resource studies within the program. Assists other technical elements in auditing district products and processes that include plan formulation and policy aspects.

f. Monitors technical competency of district planning teams for production and review, and recommends appropriate action. Assists district staffs in developing high-quality technical review capabilities. Serves as the clearinghouse for inter-district cooperation in assuring fully qualified professional team members to perform high-quality technical review of planning products in the districts.

g. Provides assistance to districts in resolving major technical issues and facilitates resolution of planning policy issues. Interprets Corps-wide plan formulation policies; provides guidance and oversees, for quality assurance, the plan formulation aspects of studies and projects in the Division. Coordinates extensively with counter-parts at the district, Division and HQUSACE levels, state and local officials, and private interests to develop solutions for contentious technical, legal and policy issues. At the request of a district, may perform technical review that is outside of the quality assurance role for the most sensitive, complex or contentious issues.

h. Provides oversight in development and any necessary reviews of project management plans, feasibility cost sharing agreements, financial plans and project cost agreements, memorandum of understandings and intergovernmental agreements, in support to the Civil Works Management Division.

i. Certifies district final reports for public distribution and provides oversight of the Washington-level review as required.

j. Monitors customer satisfaction with district planning and associated environmental products, and district conduct of planning program elements.

5. TRAINING:

10-20%

a. Identifies Planning education and training requirements; coordinates development of training with Division and district planning chiefs, HQUSACE, and other Federal agencies.

b. Serves as a member of national planning task forces. Develops nation-wide proposals, curriculum and policies that are related to planning training. Exchanges initiatives with Headquarters and other divisions.

c. Develops presentations and workshops related to planning, policy and the Civil Works process, especially in those areas that reflect regional policy and technical expertise. Makes

presentations and facilitates workshops that are attended by Division and district staff and representatives of the Headquarters, other divisions, agencies, project sponsors and consultants.

d. Makes presentations or otherwise participates in the agency and professional conferences and workshops. Participates in the development of conference agenda, coordinates with district, Division and HQUSACE staff and organizes, manages and facilitates individual sessions.

e. Serves as a mentor to less experienced district staff, providing advice on skill and career development, and career development opportunities.

Performs other duties as assigned:

Factor 1 – Knowledge Required by the Position: Level 1-8 1550 pts

Mastery of the concepts, principles, and practices in one or more of the professional disciplines of engineering or related sciences to provide for the management and provision of quality assurance for plan formulation and Civil Works policy compliance within the area of assignment.

Knowledge of principles, philosophy, and implementation methods of Total Army quality for quality assurance of Division and district Civil Works policy compliance and plan formulation.

Knowledge and skills necessary to provide staff advisory, consulting, and evaluation expertise within and outside the MSC on regional and national levels with ability to recommend unique solutions to plan formulation and policy for water and land resource problems stemming from various causes.

Knowledge of various engineering and scientific fields such as civil engineering, environmental engineering, geography, ecology, biological sciences, etc. as related to the planning of various projects involving the uses, protection, and restoration of water and land resources.

Factor 2 – Supervisory Controls: Level 2-5 650 pts

Works under administrative supervision of the Chief, Planning and Policy Division, who provides work assignments in terms of broad guidelines and program objectives. Incumbent accomplishes activities on own initiative, exercising independent judgment in the analysis and solution of complex problems and attainment of program goals. Evaluations, commitments, and conclusions reached within the incumbent's area of expertise serve as standards and guides of the Division. Recommendations and decisions are accepted as technically sound, with final approval subject to formal action of higher authority. Performance is evaluated in terms of program accomplishments, resourcefulness in solving technical and managerial problems and effectiveness in dealing with higher echelons, key officials of other agencies, and other functional elements.

Factor 3 – Guidelines: Level 3-5 650 pts

Works under broad and general policy statements, regulations, and laws including: Army, Corps of Engineers, and MSC regulations, technical criteria, and policy manuals; Federal, state, and local government laws and technical criteria; national building codes, technical guidance, laws, and procedures established in engineering textbooks, professional journals, and other private sector sources.

Interprets policies, regulations, etc., exercising considerable judgment and ingenuity in interpreting and adapting guides that exist and in developing new and improved methods and approaches or concepts not previously used in the field. As a recognized authority in engineering planning and policy, participates in the development of publications and reference materials, technical manuals, state-of-the art technical concepts, and other standards used by other engineers and scientists in the public and private sector.

Factor 4 – Complexity: Level 4-5 325 pts

Plan formulation and policy matters involving the vast area of water and land resources cover a wide range of engineering and scientific specializations and disciplines. Responsibilities of the position require review of work containing a variety of complex planning and design features being of structures and facilities at numerous locations under diverse geographical and climatic conditions. Versatility and innovation is required in modifying methods or developing new approaches in solving a variety of novel and complex problem situations.

Factor 5 – Scope and Effect: Level 5-5 325 pts

Purpose of work is to provide expert authoritative direction, guidance, and advice in the planning of the uses, protection, and/or restoration of regional water and land resources in compliance with policies of higher headquarters, division, and the various states within the regional area covering several states encompassing a geographical area of hundreds of thousands of square miles. Decisions, advice, and assistance provided by the incumbent have significant impact on the Division and districts and frequently involve relationships affecting the work of other Federal, state, and local agencies, congressional interests, the general public, and may implicate international interests as well.

Factor 6 – Personal Contacts: Level 6-3 60 pts

Personal contacts are with high level engineering, scientific and management personnel at HQUSACE, other MSCs, Districts, laboratories, Major Military Commands, executives of AE firms, and interagency meetings and national conferences and committees.

Factor 7 – Purpose of Contacts: Level 7-3 120- pts

Contacts are for the purpose of exchanging information, coordinating planning, insuring compliance assurance processes and in providing advice and assistance. Participates in interagency meetings and national conferences and committees providing expert advice in the development of planning and policy matters.

Factor 8 – Physical Demands: Level 8-1 5 pts

Work is sedentary except for occasional project site visits which may require some walking.

Factor 9 – Work Environment: Level 9-1 5 pts

Work is primarily performed in an office setting, however, infrequent travel is required to project sites which may require the use of personal protection equipment.

Total Points – 3690 – GS-14